



## CELINA POLICE DEPARTMENT ALARM PERMIT APPLICATION

THIS FORM IS FOR RESIDENTIAL AND COMMERCIAL ALARM PERMITS FOR LOCATIONS INSIDE THE CITY LIMITS OF CELINA.

☐ ORIGINAL APPLICATION      ☐ RENEWAL      ☐ CHANGE OF INFORMATION  
☐ RESIDENTIAL      ☐ COMMERCIAL – BUSINESS NAME \_\_\_\_\_  
ALARM ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

### RESIDENT INFORMATION

PERMIT HOLDER FULL NAME \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_  
EMAIL \_\_\_\_\_ ADDITIONAL RESIDENTS \_\_\_\_\_  
MAILING ADDRESS (IF DIFFERENT) \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE (ON SITE): \_\_\_\_\_ MOBILE \_\_\_\_\_ OTHER \_\_\_\_\_

### PREMISE INFORMATION

CHECK ALL THAT APPLY:

☐ ANIMALS ON PREMISE      ☐ DOGS MAY BITE STRANGERS      ☐ FIREARMS  
☐ DISABLED PERSONS      ☐ REMOTE PANIC BUTTON      ☐ AUDIBLE ALARM  
☐ ALARM IS SILENT      ☐ OTHER \_\_\_\_\_  
☐ ALARM IS MONITORED BY \_\_\_\_\_ PHONE \_\_\_\_\_

LIST AT LEAST 2 EMERGENCY CONTACTS (OTHER THAN THE PRIMARY CONTACT ABOVE) THAT CAN RESPOND AND HAVE ACCESS TO THE LOCATION AND ALARM CODE.

EMERGENCY CONTACT 1: \_\_\_\_\_ PHONE \_\_\_\_\_  
EMERGENCY CONTACT 2: \_\_\_\_\_ PHONE \_\_\_\_\_  
EMERGENCY CONTACT 3: \_\_\_\_\_ PHONE \_\_\_\_\_

BY MY SIGNATURE BELOW, I UNDERSTAND THAT OFFICERS MAY ENTER MY RESIDENCE / BUSINESS WHILE RESPONDING TO AN ALARM WHEN A DOOR OR WINDOW IS FOUND TO BE OPEN OR UNLOCKED. I ALSO UNDERSTAND THAT OFFICERS MAY USE FORCE TO ENTER MY RESIDENCE / BUSINESS IF RESPONDING TO A MEDICAL OR PANIC ALARM IF THE OFFICER HAS NOT BEEN ABLE TO MAKE CONTACT WITH ANY PERSONS LISTED. I UNDERSTAND THE REQUIREMENTS AND CITY ORDINANCES RELATING TO ALARM PERMITTING AND RESPONSE.

**X** \_\_\_\_\_

DATE: \_\_\_\_\_

### CITY USE ONLY

DATE RECEIVED: \_\_\_\_\_ PERMIT # \_\_\_\_\_ DATE ISSUED: \_\_\_\_\_  
EXPIRES: \_\_\_\_\_ CAD ENTRY DATE: \_\_\_\_\_ PAYMENT BY CASH OR CHECK # \_\_\_\_\_

**PERMITS:**

WITHIN SIXTY (60) DAYS OF INSTALLATION OF AN ALARM SYSTEM, A PERMIT MUST BE OBTAINED FOR AN ALARM SYSTEM THAT TRANSMITS OR RELAYS A SIGNAL INTENDED TO SUMMON EMERGENCY SERVICES OF THE CITY OF CELINA. PERMITS MUST BE OBTAINED BEFORE THE ALARM SYSTEM IS ACTIVATED.

IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO APPLY FOR RENEWAL PRIOR TO THE LAST DAY OF THE MONTH IN WHICH THE PERMIT EXPIRES.

PERMIT APPLICATIONS AND FEES (\$25.00) SHOULD BE MAILED TO:

**CELINA POLICE DEPARTMENT  
501 E. PECAN ST.  
CELINA, TEXAS 75009**

**SERVICE FEES:**

THE ALARM ORDINANCE ALLOWS FOR 5 FREE FALSE BURGLARY ALARMS DURING ANY TWELVE (12) MONTH PERIOD. SERVICE FEES ARE AS FOLLOWS:

1 – 5 FALSE BURGLARY ALARMS	NO CHARGE
ALL FALSE BURGLARY ALARMS THEREAFTER	\$50.00 PER ALARM
ALL FALSE ROBBERY ALARM	\$75.00 PER ALARM
1 – 2 FALSE FIRE ALARMS	NO CHARGE
ALL FALSE FIRE ALARMS THEREAFTER	\$75.00 PER ALARM
1 – 2 EMERGENCY MEDICAL ASSISTANCE ALARMS	NO CHARGE
ALL FALSE MEDICAL ALARMS THEREAFTER	\$75.00

THE PERMIT HOLDER SHALL HAVE THIRTY (30) DAYS AFTER RECEIPT OF NOTICE TO PAY THE ASSESSED FEES FOR ANY FALSE ALARMS.

**RESPONSIBILITY OF PERMIT HOLDER:**

THE PERSON IN CONTROL OF THE LOCAL ALARM SHALL COMPLY WITH ALL REQUIREMENTS OF OPERATION AND MAINTENANCE AS OUTLINED IN THE CITY ORDINANCE. THE PERMIT HOLDER IS RESPONSIBLE FOR INFORMING THE CITY IN WRITING OF ANY CHANGE OF INFORMATION LISTED ON THE PERMIT APPLICATION.

**VIOLATION:**

ANY PERSON OPERATING AN ALARM SYSTEM WITHOUT OBTAINING A PERMIT IS IN VIOLATION OF CITY ORDINANCE AND MAY BE FINED UP TO \$500.00 PER DAY.

**SUSPENSION:**

A PERMIT MAY BE SUSPENDED OR RENEWAL REFUSED IF AN ALARM SYSTEM GENERATES AN EXCESSIVE NUMBER OF FALSE ALARMS.

ANY FALSE STATEMENT OR MISREPRESENTATION OF A MATERIAL FACT MADE BY AN APPLICANT FOR THE PURPOSE OF OBTAINING AN ALARM PERMIT OR RENEWAL, WHILE MAKING A CHANGE THERETO, SHALL BE SUFFICIENT CAUSE FOR REFUSAL, OR SUSPENSION OF A PERMIT.

**INSTRUCTIONS FOR COMPLETING ALARM PERMIT APPLICATION****“PERMIT HOLDER”**

SHOULD BE THE PERSON CHARGED WITH THE RESPONSIBILITY OF MAINTAINING THE PREMISES AND THE OPERATION OF THE ALARM SYSTEM. THIS PERSON WILL ALSO BE HELD FINANCIALLY RESPONSIBLE SHOULD SERVICE FEES OR FINES BE ASSESSED. IF THE PERMIT HOLDER IS ALSO A RESIDENT THEY WILL BE THE FIRST PERSON CONTACTED BY POLICE DURING AN ALARM INCIDENT.

**“CONTACT PERSONS”**

THE PRIMARY RESIDENT WILL BE THE FIRST PERSON CONTACTED. IF UNAVAILABLE, THE OTHER LISTED CONTACT PERSONS WILL BE NOTIFIED. THE FIRST PERSON IN THIS CATEGORY SHOULD BE THE MOST READILY AVAILABLE PERSON TO ANSWER THE ALARM, SHOULD THE POLICE DEPARTMENT REQUIRE SOMEONE. THIS PERSON MUST HAVE ACCESS TO THE BUILDING AND THE ALARM AND BE PREPARED TO DEACTIVATE THE ALARM. FOR THE HOMEOWNER, THIS COULD BE A CLOSE NEIGHBOR, FRIEND, RELATIVE OR THE ALARM COMPANY REPRESENTATIVE IF THEY PROVIDE THIS SERVICE. THE PERSON DESIGNATED MUST BE ABLE TO REACH THE LOCATION WITHIN THIRTY (30) MINUTES IF REQUIRED BY THE POLICE DEPARTMENT.

THE SECOND AND THIRD CONTACT PERSON(S) SHOULD MEET THE SAME REQUIREMENTS AS THE FIRST PERSON. HE / SHE WILL BE CONTACTED IF THE FIRST PERSON IS NOT REACHABLE. A THIRD PERSON IS RECOMMENDED, BUT NOT MANDATORY. THERE MUST BE TWO (2) PERSONS LISTED ON THE PERMIT APPLICATION.

A PERMIT HOLDER MUST INFORM THE CELINA POLICE DEPARTMENT OF ANY CHANGES ON THE APPLICATION WITHIN TEN (10) BUSINESS DAYS. NO FEE IS CHARGED FOR INFORMATION UPDATES. YOU CAN DOWNLOAD A NEW APPLICATION FORM AT [www.Celina-Tx.gov](http://www.Celina-Tx.gov). MAIL THE APPLICATION TO THE ADDRESS BELOW OR FAX TO 972-382-2121. FAXED COPIES ARE ONLY VALID FOR UPDATES, NOT FOR ORIGINALS OR RENEWALS.

PLEASE MAKE ALL CHECKS PAYABLE TO THE “**CITY OF CELINA**”. PERMIT FEES / RENEWAL FEES ARE \$25.00 PER ALARM SITE FOR COMMERCIAL OR RESIDENTIAL ALARMS, DUE AND PAYABLE PRIOR TO THE LAST DAY OF THE MONTH IN WHICH THE PERMIT EXPIRES.

UPON COMPLETION OF THE APPLICATION, RETURN ALL APPLICATION FORMS WITH PAYMENT TO:

**CELINA POLICE DEPARTMENT  
501 W. E. PECAN ST.  
CELINA, TEXAS 75009**